

## KID ZONE PROGRAM MANAGER

# Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, coordinate and manage the Kid Zone Enrichment Program for youths and their families at school facilities.

# **Supervision Received and Exercised:**

Receives direction from the Deputy Community Services Director – Social Services.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Recommend program goals and objectives; assist in the development of policies and procedures
- Develop and administer Kid Zone Enrichment programs designed to meet the needs of children, youth, families and school district staff throughout the community.
- Develop short and long term goals for the Kid Zone Enrichment Program.
- Plan, prioritize, assign, supervise and review the work of staff providing Kid Zone services and programs; work with program participants and staff to ensure program effectiveness.
- Create and implement policies and procedures; review and evaluate work product systems and procedures.
- Consult with school and agency officials, Department of Health Services (DHS), National Afterschool Association (NAA), and Department of Economic Services (DES), to ensure compliance and to enhance programming.

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- Maintain contracts and reports with DES for site services to individual families;
- Maintain DHS program licenses and comply with rules and regulations, reports and re-licensure responsibilities.
- Conduct surveys and research on program services and participant satisfaction; prepare statistical reports on sites and activities of program.
- Participate in budget preparation; and administration; prepare cost estimates for budget recommendations; submit justification for budget items; monitor and control expenditures.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary actions; recommend employee terminations
- Develop and administer all human resources functions for part-time staff hiring process including fingerprinting, City paperwork and orientation, drug testing and background checks.
- Provide or coordinate staff training programs to meet DHS and NAA requirements for employees;
- Participate in a variety of committees relating to program goals and activities; prepare and deliver information to civic and community groups about program activities.
- Attend and participate in monthly staff meetings; confer with Deputy Community Services Director – Social Services in resolving special program issues; prepare and submit reports regarding the progress of changes affecting the program.
- Oversee registration process and information for participants; monitor process for efficiency, accuracy and customer service.
- Respond to difficult and sensitive inquiries and complaints including behavior issues, fee collection, school damage issues, child safety and wait lists.
- Provide technical assistance to staff, groups and agencies.
- Perform related duties as assigned.

### **Minimum Qualifications:**

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**Experience:** 

Four years of experience in the implementation and coordination of early childhood education, social service, recreational or cultural programs and activities, including

two years of supervisory experience.

**Education:** 

Equivalent to a Bachelor's degree from an accredited college or university with major work in early childhood education, family studies, recreation, education, or a

related field.

Licenses/Certifications:

May require the possession of a valid driver's license.

May require the possession of, or required to obtain a State of Arizona Child

Care Site Director license.

May require the possession of, or required to obtain First Aid and CPR

certifications.

**Examples of Physical and/or Mental Activities:** 

Pending

**Competencies:** 

Pending

Job Code: 438

Status: Exempt / Classified